

Message Text

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E.O. 11652: DECLASSIFIED 5/15/77

TAGS: OVIP (VANCE, CYRUS R)

SUBJECT: SECVISIT: ADMINISTRATIVE/LOGISTICAL ARRANGEMENTS

ADMINISTRATIVE/LOGISTICAL REQUIREMENTS IN SUPPORT OF
SECRETARY'S VISIT FOLLOW:

1. PARTY COMPOSITION

SECRETARY'S PARTY WILL TOTAL APPROXIMATELY 40 PEOPLE
INCLUDING SUPPORT STAFF AND PRESS PLUS AIRCRAFT CREW OF
ABOUT 22. THE GROUP WILL TRAVEL ABOARD A SPECIAL MILITARY
AIRCRAFT. WE WILL FURNISH PASSENGER LIST BY SEPTTEL.

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2. ENTRY/EXIT FORMALITIES

ALL MEMBERS OF THE SECRETARY'S PARTY WILL HAVE SOVIET
VISAS AND REQUIRED INOCULATIONS. PLEASE ASSIGN AN OFFICER
TO RECEIVE PASSPORTS AND TO FACILITATE ENTRY AND EXIT.

3. OFFICE SPACE/LOGISTICS

ASSUME THE SOVIETS WILL OFFER LENIN HILLS FACILITIES, AS
THEY DID IN 1976, FOR THE SECRETARY AND OFFICIAL PARTY

PLUS SPACE FOR OFFICES AND LODGINGS FOR SOME STAFF MEMBERS.
IF THIS IS INDEED THE CASE, OFFICES/ROOM CONFIGURATION THE
EMBASSY WORKED OUT FOR PREVIOUS VISITS (EXCEPT FOR SUG-
GESTED CHANGES NOTED BELOW) WILL BE FINE:

A. SPECIAL ASSISTANTS OFFICE:

(LAST TIME LOCATED UPSTAIRS IN GUEST HOUSE NO. 5.) MUST
BE LARGE ENOUGH TO ACCOMMODATE TWO OFFICERS AND THREE
SECRETARIES. NEED FOUR DESKS OR WORKING TABLES, THREE
TYPEWRITERS, OFFICE SUPPLIES AND ONE COPY MACHINE.

B. SUPPORT OFFICES:

BOTH THE SECRETARIAT (S/S) AND SENIOR STAFF OFFICES
SHOULD BE LOCATED AT LENIN HILLS (ON PREVIOUS VISITS
SECRETARIAT OFFICE WAS IN THE CHANCERY). IF POSSIBLE
WOULD LIKE SENIOR STAFF AND SECRETARIAT OFFICES TO BE IN
ADJOINING ROOMS IN VILLA NO. 4.

(1) SECRETARIAT OFFICE: EQUIP WITH 4-5 DESKS OR WORKING
TABLES, THREE-FOUR TYPEWRITERS, DESK LAMPS IF LIGHTING IS
POOR, OFFICE SUPPLIES AND BEST AVAILABLE COPIER.

(2) SENIOR STAFF OFFICE: EQUIP WITH DESKS, TYPEWRITERS
ETC. TO ACCOMMODATE FOUR TO FIVE PEOPLE.

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(3) VISITORS' RECEPTION ROOM: THIS ROOM, AN INFORMATION/
RECEPTION CENTER FOR THE PARTY SHOULD BE LOCATED AT THE
HOTEL WHERE REMAINDER OF PARTY WILL BE HOUSED. ACCOMMODA-
TION EXCHANGE SERVICE SHOULD BE PROVIDED. CIGARETTES,
BEVERAGES AND SUNDRIES CAN BE AVAILABLE FOR SALE BUT NO
BAR FACILITIES.

(4) PRESS ROOM: EXPECT THAT PRESS CENTER WILL BE ESTAB-
LISHED IN INTOURIST HOTEL WHERE ACCOMPANYING PRESS IS
USUALLY BILLETED.

C. LODGING FOR REMAINDER OF PARTY AND AIRCRAFT CREW:

REQUEST SINGLE ROOMS IN CENTRALLY LOCATED HOTEL.

4. GROUND TRANSPORTATION

ASSIGNED CARS WITH DRIVERS FOR THE DURATION OF THE VISIT
WILL BE REQUIRED FOR THE EXCLUSIVE USE OF THE FOLLOWING:

A. THE SECRETARY.

B. ONE VEHICLE FOR EACH MEMBER OF THE PARTY WITH THE RANK

OF ASSISTANT SECRETARY.

C. ONE VEHICLE FOR THE SPECIAL ASSISTANTS. (NOTE: IN DEVELOPING MOTORCADE ASSIGNMENTS THE SPECIAL ASSISTANTS' CAR, PROTOCOL NOTWITHSTANDING, IS TO BE SPOTTED AS THE FIRST REPEAT FIRST NON-SECURITY CAR AFTER THE SECRETARY'S LIMOUSINE.)

D. ONE VEHICLE FOR THE PRESS SPOKESMAN.

E. ONE VEHICLE FOR THE S/S TEAMS.

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F. PRESS TRANSPORTATION: PRESS PARTY WILL TOTAL ABOUT 15 MEMBERS. PREFER ONE OR TWO MINI-BUSES OR CARS.

G. ONE LARGE REPEAT LARGE VAN OR TWO STATION WAGONS OR TWO CARRYALLS FOR CLASSIFIED MATERIAL.

H. A TRUCK (ENCLOSED) FOR PERSONAL BAGGAGE.

I. SY VEHICLE REQUIREMENTS SHOULD BE DISCUSSED WITH ADVANCE TEAMS.

POOL TRANSPORTATION WILL SUFFICE FOR REMAINDER OF THE PARTY.

SPECIAL NOTE: UNFORTUNATE EXPERIENCES IN THE PAST PROMPT THE REQUEST THAT YOU MAKE DOUBLY SURE DRIVERS KNOW HOW TO GET TO AND FROM VARIOUS POINTS THE PARTY WILL VISIT, INCLUDING THE APPROPRIATE AIRPORT, AND THE PREFERRED ROUTING. THEY SHOULD BE BRIEFED AND EXAMINED ON ROUTES BEFORE ARRIVAL OF THE PARTY.

5. ROOM AND CAR ASSIGNMENTS

UPON RECEIPT OF THE PASSENGER MANIFEST, MAKE ROOM AND CAR ASSIGNMENTS AND NOTIFY THE DEPARTMENT (S/S-EX) BY IMMEDIATE CABLE. NOTE: (A) THE MEDICAL OFFICER AND THE SY AGENTS ABOARD THE AIRCRAFT NEED NOT BE ASSIGNED TO SPECIFIC VEHICLES. (B) ONE SECRETARY WILL RIDE IN THE CAR WITH THE SPECIAL ASSISTANTS. (C) THE S/S-EX ADMINISTRATIVE OFFICER ABOARD THE AIRCRAFT WILL REMAIN AT PLANESIDE UNTIL AIRCRAFT IS CLEARED AND WILL PROCEED TO THE HOTEL INDEPENDENTLY OF THE MOTORCADE AND THE REST OF THE PARTY.

6. SECURITY

A. STATE DEPARTMENT SECURITY OFFICERS ARE RESPONSIBLE FOR LIMITED OFFICIAL USE

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ALL PROTECTIVE SECURITY ARRANGEMENTS FOR THE SECRETARY.
AN ADVANCE TEAM WILL ARRIVE AT POST FIVE TO SEVEN DAYS
BEFORE THE VISIT. ETA WILL BE THE SUBJECT OF A SEPTEL.

B. VIA SEPARATE MESSAGE SY WILL PROVIDE THE RSO WITH
DETAILED INSTRUCTIONS FOR THE SAFEGUARDING OF CLASSIFIED
MATERIAL.

C. TWENTY-FOUR-HOUR MSG COVERAGE WILL BE REQUIRED FOR
OPEN STORAGE OF CLASSIFIED MATERIAL IN TWO SEPARATE SECURE
AREAS WHICH SHOULD BE ESTABLISHED FOR: (I) THE SPECIAL
ASSISTANTS' OFFICE, AND (II) THE S/S OFFICES AND SENIOR
STAFF OFFICE. UNLESS THERE ARE COMPELLING REASONS TO THE
CONTRARY, MSG'S SHOULD NOT REPEAT NOT BE IN UNIFORM.

7. BAGGAGE

A. SY OFFICERS WILL HANDLE THE SECRETARY'S BAGGAGE WHICH
IS TRANSPORTED SEPARATELY FROM ANY CLASSIFIED OR OTHER
PERSONAL BAGGAGE.

B. AN AMERICAN SHOULD BE ASSIGNED TO SUPERVISE THE
HANDLING OF THE PARTY'S BAGGAGE ON ARRIVAL AND DEPARTURE.

C. BAGGAGE WILL BE PRE-TAGGED WITH THE INDIVIDUAL'S HOTEL
ROOM NUMBER; SIMILARLY, AS PART OF THE DEPARTURE ARRANGE-
MENTS ALL BAGGAGE WILL BE TAGGED FOR THE NEXT STOP. IT IS
IMPORTANT, THEREFORE, THAT ROOM ASSIGNMENT INFORMATION BE
EXPEDITED.

D. THE AMERICAN RESPONSIBLE FOR SUPERVISING THE BAGGAGE
SHOULD DISCUSS "BAGGAGE CALL" AND OTHER DETAILS REGARDING
BAGGAGE HANDLING WITH THE ADMINISTRATIVE OFFICER ACCOM-
PANYING THE PARTY AS SOON AS POSSIBLE AFTER ARRIVAL.

E. ALL BAGGAGE CARRIED ON THE AIRCRAFT MUST BE INSPECTED

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BY SY TECHNICIANS PRIOR TO LOADING. THE EMBASSY EMPLOYEE
RESPONSIBLE FOR THE BAGGAGE SHOULD DISCUSS TIME AND PLACE
OF INSPECTION WITH THE SY ADVANCE TEAM.

8. GIFTS

WE DO NOT PLAN EXCHANGE OF GIFTS UNLESS EMBASSY RECOMMENDS
OTHERWISE.

9. SECRETARIAL/COURIER ASSISTANCE

A. THE SERVICES OF TWO (2) TOP-SECRET CLEARED SECRETARIES WILL BE REQUIRED FULL-TIME ON A CONTINUOUS, 24-HOUR, BASIS TO WORK WITH THE SECRETARIAT AND TO PROVIDE CLERICAL SUPPORT FOR OTHER MEMBERS OF THE PARTY. ADDITIONALLY, A THIRD SECRETARY MUST BE AVAILABLE AT ALL TIMES ON A CALL-IN BASIS.

B. TWO COURIERS WILL BE REQUIRED FULL-TIME TO PROVIDE SIMULTANEOUS SERVICE BETWEEN THE SECRETARIAT OFFICE AT LENIN HILLS AND THE EMBASSY'S C AND R UNIT. VEHICLES SHOULD BE RESERVED FOR THE EXCLUSIVE USE OF THE COURIERS.

10. TDY ASSISTANCE

ALL REQUIREMENTS FOR TDY HELP, COMMUNICATORS, MARINES ETC., SHOULD BE DIRECTED TO THE APPROPRIATE OFFICES OF THE DEPARTMENT.

11. TELEPHONES

INSTRUCTIONS ON TELEPHONE REQUIREMENTS, A CRITICAL ITEM, ARE CONTAINED SEPTEL.

12. OFFICE MACHINES AND OFFICE SUPPLIES

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A. TYPEWRITERS: ELECTRIC, LARGE PICA TYPE, PREFERABLY IBM SELECTRIC BUT MINIMUM REQUIREMENT IS THAT TYPE BE IDENTICAL FOR MACHINES IN EACH SUITE OF OFFICES. THE PARTY WILL BRING WITH THEM FOUR 220/50 CYCLE IBM SELECTRICS FOR USE AT LENIN HILLS - BUT WILL NEED TO USE EMBASSY STEP-DOWN TRANSFORMERS.

B. COPY MACHINES: PLEASE OBTAIN BEST AVAILABLE. IT IS ESSENTIAL THAT 24-HOUR SERVICING BE AVAILABLE AND/OR A BACKUP MACHINE PROVIDED.

C. OFFICE SUPPLIES: REASONABLE AMOUNTS OF THE FOLLOWING OFFICE SUPPLIES ARE REQUIRED FOR EACH OFFICE: 3" X 5" PADS, YELLOW/WHITE DRAFTING TABLETS, PLAIN WHITE BOND, CARBON PAPER, OUTGOING TELEGRAM FORMS, FILE FOLDERS AND LARGE MANILA ENVELOPES, PENS/PENCILS, STAPLERS, STAPLE REMOVERS, NYLON THREADED PACKING TAPE AND REGULAR SCOTCH TAPE, THREE-HOLE PUNCH, PAPERCLIPS (IN ALL SIZES), IN AND OUT BOXES, BURN BAGS, EMBASSY PHONE BOOK, DIPLOMATIC LIST.

NOTE: WE DO NOT REPEAT NOT NEED SAFES.

13. PASSES

IT IS VITAL THAT PARTY MEMBERS BE PROVIDED WITH PASSES OR OTHER CREDENTIALS RECOGNIZED BY SOVIET AUTHORITIES WHICH WILL PERMIT ACCESS TO LOCATION WHERE SECRETARY HOUSED, TO AIRPORT DEPARTURE AREA, AND OTHER CONTROL POINTS DURING VISIT.

14. MISCELLANEOUS

A. ROOM KEYS SHOULD BE IN DOORS OR AVAILABLE FROM THE VISITORS RECEPTION ROOM ON ARRIVAL.

B. EXCEPT FOR POTABLE WATER (AS APPROPRIATE) NO BEVERAGES LIMITED OFFICIAL USE LIMITED OFFICIAL USE

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SHOULD BE PLACED IN THE VISITORS' ROOMS.

C. THE ADMINISTRATIVE OFFICER ACCOMPANYING THE PARTY IS JAMES B. MORAN. HE SHOULD BE MET AT PLANESIDE BY THE CONTROL OFFICER OR THE INDIVIDUAL RESPONSIBLE FOR ADMINISTRATIVE ARRANGEMENTS.

D. MESSAGES TO THE DEPARTMENT ON ADMINISTRATIVE ASPECTS OF THE VISIT SHOULD BE SLUGGED FOR S/S-EX.

15. SPECIAL INSTRUCTIONS

A. GROUND TRANSPORTATION SHOULD BE ARRANGED SO THAT STAFF AND PRESS TRAVELLING WITH THE SECRETARY ARRIVE AT PLANESIDE NO LATER THAN THIRTY MINUTES BEFORE SCHEDULED DEPARTURE TIME.

B. WITH RESPECT TO ADMINISTRATIVE/LOGISTICAL SUPPORT, INCLUDING THE USE OF THE VISITORS' RECEPTION ROOM, ACCOMMODATION EXCHANGE, BAGGAGE HANDLING ETC. MEMBERS OF THE PRESS TRAVELLING ABOARD SECRETARY'S AIRCRAFT ARE CONSIDERED AN INTEGRAL PART OF THE SECRETARY'S PARTY.

16. MORE ON ACCOMMODATIONS: THE OFFICIAL PARTY (ABOUT 14) IS LARGER THAN FOR PREVIOUS VISITS AND WE DOUBT ALL OF THEM CAN BE SQUEEZED INTO THE TWO VILLAS BECAUSE SOME ROOMS THERE MUST BE RESERVED FOR THE SECRETARY'S IMMEDIATE STAFF. WHEN PASSENGER MANIFEST SENT WE WILL PROVIDE LIST OF THOSE PARTY MEMBERS WHO SHOULD HAVE PRIORITY FOR LENIN HILLS BILLETRY.
VANCE

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